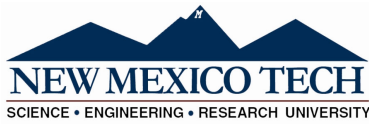


Posted: July 11, 2024



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SPECIALIST

DEPT: NMCCOE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.86-17.81

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: July 19, 2024*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Serves as the general point of contact and administrative specialist for the NMCCoE under the supervision of the Director. Responsibilities include: mail, phone, in-person interactions, social media, budgets & certifications, meeting and appointment organization/coordination, student/staff employment processing, taking/distributing meeting minutes, ordering/inventory including property, travel (arrangements through reimbursements), maintain and track and report on student academic progress. These duties include everything for timely and efficient office operations including initiating modifications to processes, getting approval for changes, implementing and maintaining processes, completing paperwork, documentation, sharing information (with authorization only), and maintaining records. Other duties as assigned.

JOBS FUNCTIONS:

Communications	25%
Paperwork Processing	35%
Budgets & Certifications	15%
Tracking & Reporting	15%
Other Duties as Assigned	10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. 5 years relevant experience. Ability to learn and use project management software and other NMCCoE infrastructure. Microsoft Suite. Driver's license, ability to complete NMT safe driving and van driving certifications.

DESIRED QUALIFICATIONS:

Cybersecurity. NMT processes and functions: Argos, Banner, Dynamic Forms, Adobe Sign, and NMT forms.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	

PHYSICAL DEMANDS:

Standing 20%	Sitting 60%	Walking 10%	Pulling 1%
Pushing 1%	Lifting 2%	Stooping 1%	Kneeling 1%
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu